Circular 614
6000-65-740

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ONTARIO

Department of Education

MEMORANDUM

RE

BASIC TEACHING CERTIFICATES

VALID IN ELEMENTARY SCHOOLS

Replacing Circular 614, printed in 1962.

Where this Memorandum is used in replying to an enquiry, attention is drawn to the following pages:

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INTERIM TEACHING CERTIFICATES (BASIC)
Valid in Elementary Schools

The following Interim basic teaching certificates are valid in the elementary schools of Ontario, in the grades indicated.

Valid for 5 years from date of issue

Interim Second Class Certificate (1-10) (not issued since 1953 except to teachers from outside Ontario who have been granted Letters of Standing equivalent to this certificate).

Interim First Class Certificate (1-10) (not issued since 1957)

Interim Elementary-School Teacher's Certificate (1-10) (not issued after 1962)

Interim Elementary-School Teacher's Certificate, Standards 1, 2, 3 and 4 (1-10)

Interim Primary School Specialist's Certificate (K, 1, 2)

Valid for 5 years from date of issue, in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study

Interim Second Class Certificate (1-10)

Deferred Interim First Class Certificate (1-10) (not issued since 1955)

Deferred Interim Elementary-School Teacher's Certificate (1-10) (not issued since 1960)

Interim Elementary-School Teacher's Certificate (1-10) (not issued after 1962)

Interim Elementary-School Teacher's Certificate, Standards 1, 2, 3 and 4 (1-10)

Valid for 2 years from date of issue

Interim Kindergarten-Primary Certificate, obtained through attendance at a Normal School (K, 1, 2) (not issued since 1939)

Interim Kindergarten-Director's Certificate (K) (not issued since 1929)

Interim High School Assistant's Certificate, Type B (in elementary school, 9, 10 only)

Note: A teacher who believes himself to be eligible for a Permanent certificate should make application for it.

The following are not included above, since they are of a temporary or special nature:

(a) **Letter of Permission,** issued to a School Board to engage an unqualified person where it is not possible to obtain the services of a qualified teacher.

(b) **Letter of Standing,** issued to a teacher who has had equivalent academic and professional training in the Commonwealth of Nations outside of Ontario or in the United States of America. It has the force of one of the Interim teaching certificates (basic) for one year. After one year of successful teaching experience, it may be exchanged for the appropriate Interim teaching certificate, on the recommendation of the Inspector concerned.

(c) **Letter of Standing (Renewable),** issued to a teacher who has had at least 3 years of teacher training outside Ontario, in the Commonwealth of Nations or in the United States of America, in one of the special subjects, such as Art or Home Economics, but not in the general subjects. May be renewed from year to year upon the recommendation of the Inspector concerned and may eventually become a Permanent Letter of Standing for the special subject concerned.

(d) **Letter of Provisional Standing,** issued to a teacher who passes in practice-teaching but fails in one subject, at a Teachers' College. Valid for one year only.

(e) **Temporary Certificate,** valid for one year with extension for a second year, as part of the In-service Course (2 summer courses, 2 years of teaching, followed by one year at a Teachers' College). (not issued after 1960)

(f) **Deferred Interim Second Class Certificate,** valid for one year, with extension for a second year, as part of the In-service Course at the University of Ottawa Teachers' College (3 summer sessions and 3 years of successful teaching experience). (not issued after 1960)

PERMANENT TEACHING CERTIFICATES (BASIC)

Valid in Elementary Schools

Each of the foregoing Interim teaching certificates, except the Deferred certificates, may be made Permanent, upon the rcommendation of the Inspector concerned, after two years of successful teaching experience, subsequent to the date of the Interim certificate, in the schools and grades in which the certificate is valid.

Procedure when application is being made for a Permanent teaching certificate (basic)
The applicant should write to the Deputy Minister, Department of Education, 44 Eglinton Ave. W., Toronto 12, Ontario, asking for a copy of Circular 614(a) which gives the necessary information and includes the application form.

SECTION I

EXCHANGING AN ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE OR A FIRST CLASS CERTIFICATE FOR AN ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD 1, 2, 3 OR 4

See Circular 635, Memorandum re Changes in Certification of Elementary-School Teachers, which may be obtained upon application to the Deputy Minister.

SECTION II

RAISING AN ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD 1, 2 OR 3 TO A HIGHER STANDARD

See Circular 635, Memorandum re Changes in Certification of Elementary-School Teachers, which may be obtained upon application to the Deputy Minister.

SECTION III

RAISING A SECOND CLASS CERTIFICATE TO AN ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD I

(NOTE: In this Section where a candidate has a Permanent Second Class Certificate he will be issued a Permanent Elementary-School Teacher's Certificate.)

1. Where a candidate,

   (a) who holds an Interim Second Class Certificate in Form 7 issued before the 1st day of September, 1953; or

   (b) who was issued an Interim Second Class Certificate before the 1st day of September, 1953, and who holds a Permanent Second Class Certificate in Form 3 of Regulation 91 of Revised Regulations of Ontario, 1960,

   submits to the Deputy Minister,

   (c) his Interim or Permanent Second Class Certificate referred to in this subsection; and

   (d) evidence of Grade 13 standing in five papers,

   the Minister shall grant him an Interim Elementary-School Teacher's Certificate, Standard 1 in Form 1.

2. Where a candidate,

   (a) who holds an Interim Second Class Certificate in Form 7, issued subsequent to the 1st day of September, 1953; or

   (b) who was issued an Interim Second Class Certificate subsequent to the 1st day of September, 1953, and who holds a Permanent Second Class Certificate in Form 3 of Regulation 91 of Revised Regulations of Ontario, 1960,

   submits to the Deputy Minister,

   (c) his Interim or Permanent Second Class Certificate referred to in this subsection; and

   (d) evidence of Grade 13 standing in English composition and English literature and in six additional papers,

   the Minister shall grant him an Interim Elementary-School Teacher's Certificate, Standard 1 in Form 1.

Note 1: A candidate under subsection 1 may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause **d** of subsection 1.

Note 2: A candidate under subsection 1 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four or thirty months of such active service for Grade 13 standing in one, two, three, four or five, respectively, of the papers specified in clause **d** of subsection 1.

Note 3: A candidate under subsection 2 may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause **d** of subsection 2.

Note 4: A candidate under subsection 2 who has been honourably discharged from active service in Her Majesty's forces in World War I or War World II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two or forty-eight months of such active service for Grade 13 standing in one, two, three, four, five, six, seven or eight, respectively, of the papers specified in clause **d** of subsection 2.

3. Where a candidate, who,

   (a) holds a Permanent Second Class Certificate valid in the schools where French is a subject of instruction;

   (b) has passed the final examinations of the One-year Course in English I, English II and science at a teachers' college; and

(c) has been granted an Interim Second Class Certificate in Form 7, subsequent to the 1st day of September, 1953,

submits to the Deputy Minister,

(d) his teaching certificates referred to in clauses a and c;

(e) evidence of Grade 13 standing in English Composition and English Literature and in six additional papers,

the Minister shall grant him an Interim Elementary-School Teacher's Certificate, Standard 1 in Form 1.

Note 5: A candidate may substitute evidence of three years of successful teaching experience in an elementary school in Ontario on a certificate valid in that school, certified by the Inspector concerned, for Grade 13 standing in each paper specified in subclause e of subsection 3.

After one year's attendance at the University of Ottawa Normal School or the University of Ottawa Teacher's College in a course leading to an Interim Second Class Certificate

Where Attendance Was Prior to September 1, 1953

4. The holder of a Second Class Certificate obtained through one year's attendance at the University of Ottawa Normal School in a course leading to an Interim Second Class Certificate, prior to September 1, 1953, may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting to the Deputy Minister

(a) his Interim or Permanent Second Class Certificate,

(b) a certificate of standing in Grade 13 English Composition and English Literature,

(c) a certificate of standing in Grade 13 Composition Française and Littérature Française,

(d) a certificate of standing in one additional Grade 13 paper.

Note 6: An applicant may substitute evidence of three years of successful teaching experience in Ontario on a certificate valid in Ontario, in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study, certified by the proper Inspector or Inspectors for standing in each Grade 13 paper specified in 4, above.

Note 7: An applicant who holds an honourable discharge from active service in Her Majesty's Forces in World War I or in World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for standing in one, two, three, four, or five of the Grade 13 papers, respectively, specified in 4, above.

Note 8: Teachers from other provinces and countries who obtained Second Class Certificates by passing the University of Ottawa Normal School examinations may obtain an Interim Elementary-School Teacher's Certificate, Standard I, under the provisions outlined in 1. above.

Where Attendance Was Subsequent to September 1, 1953

5. The holder of a Second Class Certificate obtained at the University of Ottawa Teachers' College or the Sudbury Teachers' College, in a course leading to an Interim Second Class Certificate, subsequent to September 1, 1953, may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting

(a) his Interim or Permanent Second Class Certificate,

(b) a certificate of standing in Grade 13 English Composition and English Literature,

(c) a certificate of standing in Grade 13 Composition Française and Littérature Française,

(d) certificates of standing in four additional Grade 13 papers.

Note 9: A candidate under subsection 5 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two or forty-eight months of such active service for Grade 13 standing in one, two, three, four, five, six seven or eight, respectively, of the papers specified in clauses b, c and d of subsection 5.

Note 10: A candidate under subsection 5 may substitute evidence of three years of successful teaching experience in an elementary school in which French is a subject of instruction with the approval of the Minister on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clauses b, c and d of subsection 5.

Note 11: Teachers who obtained their Interim Second Class Certificates by successful completion of the In-service Course at the University of Ottawa Teachers' College may obtain Interim Elementary-School Teacher's Certificates, Standard I, under the provisions outlined in 5, above.

SECTION IV

RAISING A DEFERRED INTERIM FIRST CLASS CERTIFICATE OR A DEFERRED INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE OBTAINED THROUGH ATTENDANCE AT THE UNIVERSTIY OF OTTAWA TEACHERS' COLLEGE, TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD I

Where Attendance Was at the 1952-53 Session

6. The holder of a Deferred Interim First Class Certificate obtained through attendance at the 1952-53 session of the University of Ottawa Normal School may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting

   (a) his Deferred Interim First Class Certificate,

   (b) a certificate of standing in Grade 13 English Composition and English Literature,

   (c) a certificate of standing in Grade 13 Composition Française and Littérature Française,

   (d) a certificate of standing in one additional Grade 13 paper.

Where Attendance Was Subsequent to September 1, 1953

7. The holder of a Deferred Interim First Class Certificate or a Deferred Interim Elementary-School Teacher's Certificate obtained through one year's attendance at the University of Ottawa Teachers' College subsequent to September 1, 1953, may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting

   (a) his Deferred Interim First Class Certificate or his Deferred Interim Elementary-School Teacher's Certificate,

   (b) a certificate of standing in Grade 13 English Composition and English Literature,

   (c) a certificate of standing in Grade 13 Composition Française and Littérature Française,

   (d) certificates of standing in four additional Grade 13 papers.

Note 12: Substitution of months of active service for standing in the Grade 13 papers specified in 6, and 7 above will be accepted on the basis stated in Note 9 above. In this case evidence of successful teaching experience may not be substituted.

SECTION V

RAISING A KINDERGARTEN-PRIMARY CERTIFICATE OR A PRIMARY SCHOOL SPECIALIST'S CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD I

8. The holder of an Interim Kindergarten-Primary Certificate or Primary School Specialist's Certificate obtained through one year's attendance at a Normal School or at a Teacher's College in Ontario may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting

   (a) her Interim or Permanent Kindergarten-Primary or Primary School Specialist's Certificate,

   (b) a certificate of standing in Grade 13 English Composition and English Literature.

   (c) certificates of standing in three additional Grade 13 papers.

   (d) evidence of the successful completion of the final examinations of the One-year Course at a Teachers' College.

   A B.A. degree may be substituted for the academic standing mentioned in (b) and (c) above.

Note 13: An applicant may substitute evidence of three years of successful teaching in Ontario on a certificate valid in Ontario, certified by the proper Inspector or Inspectors for standing in each Grade 13 paper specified in 8, above.

Note 14: An applicant who holds an honourable discharge from active service in Her Majesty's Forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for standing in one, two, three, four, or five Grade 13 papers, respectively specified in 8, above.

SECTION VI

RAISING A THIRD CLASS CERTIFICATE TO AN INTERIM SECOND CLASS CERTIFICATE

9. The holder of an Interim or Permanent Third Class Certificate may obtain an Interim Second Class Certificate by submitting

   (a) his Interim or Permanent Third Class Certificate,

   (b) a certificate of standing in Grade 12 English or certificates of standing in Grade 13 English Composition and English Literature,

   (c) a certificate of standing in Grade 12 History or a certificate of standing in Grade 13 History,

   (d) a certificate of standing in Grade 12 Mathematics or a certificate of Grade 13 standing in one of Algebra, Mathematics of Investment, Geometry, Trigonometry and Statics,

   (e) a certificate of standing in Grade 12 Science or a certificate of Grade 13 standing in one of Physics, Chemistry, Botany, Zoology, and

   (f) evidence of the successful completion of the final examinations of the One-year Course at a Teachers' College.

Note 15: In the case of applicants qualifying for teaching in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study, a certificate of standing in Grade 12 Composition Française and Littérature Française is required in place of the Science stipulated in (e) above, and the final examinations mentioned in (f) must be those of the University of Ottawa Teachers' College.

SECTION VII

PROCEEDING FROM AN INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD 4

10. The holder of an Interim High School Assistant's Certificate, Type B may obtain an Interim Elementary-School Teacher's Certificate, Standard 4, by submitting

    (a) his Interim High School Assistant's Certificate, Type B, and

    (b) evidence of the successful completion of attendance at the January to June session of the One-year Course at a Teacher's College.

SECTION VIII

PROCEEDING FROM A PERMANENT HIGH SCHOOL ASSISTANT'S CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD 4

11. The holder of a Permanent High School Assistant's Certificate, Type B may obtain an Interim Elementary-School Teacher's Certificate, Standard 4, by passing the final examinations of the One-year Course at a Teachers' College.

SECTION IX

PROCEEDING FROM A PERMANENT VOCATIONAL CERTIFICATE TO A INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD I

12. The holder of a Permanent Vocational Certificate may obtain an Interim Elementary-School Teacher's Certificate, Standard I, by submitting

    (a) his Permanent Vocational Certificate,

    (b) evidence of Grade 13 standing in English Composition and English Literature and in six additional papers, and

    (c) evidence of successful completion of the final examinations of the One-year Course at a Teachers' College.

Note 16: Where an applicant holds an honourable discharge from active service in Her Majesty's Forces, and submits evidence of Grade 12 standing in English, History, Mathematics, and Science, he may substitute months of active service for standing in Grade 13 papers on the basis stated in Note 9 on page 7.

SECTION X

CHANGING A CERTIFICATE VALID IN THE ELEMENTARY SCHOOLS TO AN INTERIM CERTIFICATE VALID IN ELEMENTARY-SCHOOL CLASSROOMS ATTENDED BY FRENCH-SPEAKING PUPILS WHERE, WITH THE APPROVAL OF THE MINISTER, BOTH ENGLISH AND FRENCH ARE USED AS LANGUAGES OF INSTRUCTION IN VARIOUS SUBJECTS OF THE COURSES OF STUDY

13. The holder of a certificate valid in the elementary schools may obtain a corresponding certificate valid in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study by submitting

    (a) his Interim or Permanent certificate,

    (b) evidence of Grade 13 standing in Composition Française and Littérature Française,

    (c) evidence of the successful completion of the final examinations in English Part I, English Part II, French Part I, and French Part II at the University of Ottawa Teachers' College.

SECTION XI

CHANGING A CERTIFICATE VALID IN ELEMENTARY-SCHOOL CLASSROOMS ATTENDED BY FRENCH-SPEAKING PUPILS WHERE, WITH THE APPROVAL OF THE MINISTER, BOTH ENGLISH AND FRENCH ARE USED AS LANGUAGES OF INSTRUCTION IN VARIOUS SUBJECTS OF THE COURSES OF STUDY TO AN INTERIM CERTIFICATE VALID IN THE ELEMENTARY SCHOOLS

14. The holder of a permanent certificate valid in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study may obtain a corresponding Interim certificate valid in the elementary schools by submitting

    (a) his Permanent certificate, and

    (b) evidence of the successful completion of the final examinations in English Part I, English Part II, and Science at a Teachers' College.

FORM 1 — REG. 88

The Department of Education Act, 1954

INTERIM ELEMENTARY-SCHOOL

TEACHER'S CERTIFICATE, STANDARD .....
1, 2, 3 or 4

This is to certify that.....
having complied with the regulations prescribed for The Department of Education, is hereby granted an Interim Elementary-School Teacher's Certificate, Standard .....,
1, 2, 3 or 4
valid until the 30th day of June ..... in an elementary school.

Dated at Toronto this..... day of ..... 19.....

Registered Number .....

....
Registrar Minister of Education

O. Reg. 195/57, Form 1
O. Reg. 141/62, Form 1
O. Reg. 282/62, Form 1

FORM 3 — REG. 91

The Department of Education Act
PERMANENT SECOND CLASS CERTIFICATE

This is to certify that.....
having complied with the regulations prescribed for The Department of Education, is hereby granted a Permanent Second Class Certificate, valid in an elementary school.

Dated at Toronto this..... day of ..... 19.....

Registered Number .....

....
Registrar Minister of Education

O. Reg. 200/59, Form 3.

FORM 7 — REG. 88

The Department of Education Act, 1954

INTERIM SECOND CLASS CERTIFICATE

This is to certify that.....
having complied with the regulations prescribed for The Department of Education, is hereby granted an Interim Second Class Certificate, valid for 5 years from the date hereof in an elementary school.

Dated at Toronto this..... day of ..... 19.....

Registered Number .....

....
Registrar Minister of Education